

## Postdoctoral Fellowship in Career Development within the NIH/NINR Division of Intramural Research

Are you interested in supporting the training of students (undergraduate and graduate), postdoctoral fellows, clinician-scientists, and faculty at the National Institute of Nursing Research (NINR)? The Office of the Training Director is pleased to offer a postdoctoral fellowship that will assist with career development and training efforts for fellows across the diverse research areas in NINR's Division of Intramural Research.

The Postdoctoral Fellow will regularly engage with a diversity of students and scientists at all levels of research from many different intramural and extramural communities. This is a non-research position based in Bethesda, MD. Stipends are commensurate with NIH Intramural Research Training Award guidelines. Please note that the appointment is for one year with the option for renewal.

The successful candidate will:

- Help to plan annual NINR training courses.
- Assist the Training Director with creating a curriculum to teach lab skills, grantsmanship, and communication skills.
- Create system for tracking alumni.
- Contribute to recruitment efforts.
- Support efforts to evaluate programs and mentorship.
- Provide mentorship through program development and training.
- Collaborate with staff in Intramural, Communications, Administration, and other NINR divisions to update websites, prepare scientific and administrative reports, and vet promotional materials.
- Provide a range of administrative functions, including onboarding, tuition payments, Memorandum of Understanding agreements.

### Job Requirements

- Minimum of a PhD in science or education preferred.
- Strong oral and written communications skills.
- Strong interpersonal and team-building skills.
- Strong project management, program development, and evaluation skills.
- Demonstrated leadership, mentoring, organizational, and customer service skills.
- Proficiency in Microsoft Office Suite (MS Word, Excel, Outlook, Access, PowerPoint) and Adobe Acrobat Professional software applications.

To apply, please submit the following to [NINRIRPtraining@mail.nih.gov](mailto:NINRIRPtraining@mail.nih.gov):

- Cover letter describing your interest and rationale for pursuing this career path and what potential programs you would spearhead.
- Resume/CV.
- List of three references with contact information.
- Writing sample, no more than 2 pages. Should demonstrate ability to communicate complex concepts in plain language (e.g., research summary for website or lay audience).

For further information see [www.ninr.nih.gov/training/trainingopportunitiesintramural](http://www.ninr.nih.gov/training/trainingopportunitiesintramural). Please email [NINRIRPtraining@mail.nih.gov](mailto:NINRIRPtraining@mail.nih.gov) with questions.

The goal of the Office of the Training Director is to empower fellows, scientists, and clinician-scientists to launch their careers. It supports training needs and career development by creating training opportunities, mentoring, and providing professional and academic support.

The NIH is dedicated to building a diverse community in its training and employment programs.